

NOVEMBER 4, 1992
10:00 A.M.

PRE-CONSTRUCTION CONFERENCE
ADDITIONS TO THE MAUDLIN ROAD
WATER TREATMENT PLANT
WEST LINE STREET

PRESENT: JOHN H. SWEITZER, CHRISTOPHER D. QUIGLEY, AND
JERRY W. CRAWFORD OF SWEITZER ENGINEERING, INC.

HAROLD MARTIN AND CHARLEY MYERS OF BELLAMY
BROTHER, INC.

GERALD BEVIS, CROM CORPORATION

DAVE RAINEY, GEORGIA ENVIRONMENTAL PROTECTION
DIVISION

ALSO: KELLY CORNWELL, DIRECTOR UTILITIES/PUBLIC WORKS
CATHY HARRISON, CITY ADMINISTRATOR

1. Christopher Quigley called the meeting to order stating that the project manager for the renovation would be himself. Jerry Crawford would be the Resident Inspector, and he would be on site to make sure the project is built according to specifications. Mr. Crawford will not be on site to make decisions for the contractor.
2. Mr. Quigley stated no permit for sediment control would be necessary since the site is less than an acre.
3. The funding agency for the project will be the Georgia Environmental Facilities Authority, and Dave Rainey with the Georgia Environmental Protection Division will provide inspections for GEFA. He will also review safety inspections, but his primary function will be to make sure the quality of work is in conformance to the plan. He will make monthly inspections with drop in inspections.
4. The contractor is to do the work, and is also responsible for job safety. He will be required to have permission from the engineer prior to making any project changes.
5. Crom Corporation will be the contractor for the work, and as yet, no superintendent for the job has been named. Bellamy Brothers, Inc. will do the shoring. The grading will be done by Jeff Kelly of Blairsville, Georgia, and the piping will be done by C&S Construction of Adairsville.
6. Crom Corporation was asked to provide progress schedules and draw requests as soon as possible, since these must be forwarded to GEFA prior to the City being eligible to draw any funds on the loan program.
7. A notice to proceed has been granted, and work is scheduled to start on November 16, 1992. Phase I of the project should be completed by May 17, 1993. Phase II should be completed by June 14, 1993, and Phase III should be completed by August 12, 1993. Liquidated damages will be at the rate of \$200.00 per day.
8. The contractor stated that his work hours will be four ten hour days, however, during this season, the days may not be strictly Monday through Thursday. Fridays may be used as a makeup day if other days are not suitable for work. The contractor was asked to notify the engineer if any Saturday work would be performed. The City is in the process of

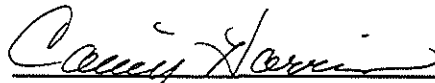
relocating sewer lines in the area, and this should be completed within a few days. It should be completed prior to the start of shoring work. The contractor should begin opening up the piping to verify elevations. This could possibly start as soon as the week of November 9, 1992.

9. The contractor was asked to contact Plant Superintendent Estes Pass regarding questions of prior work located in the construction area, since he has a 30 year history with the City, and has the knowledge pertaining to the immediate area.
10. In reference to the question regarding the temporary shoring, and in regard to the design and details, the contractor provided drawings regarding their shoring procedures and plans. In reference to the question of whether shoring could be left in place two feet below grade, the engineer stated he had no problem, and the City Director of Utilities/Public Works stated he found no problem with the request.
11. Following discussion, it was decided that around the 25th of each month the contractor and the site inspector would review a proposed pay request, and it would then be forwarded to Sweitzer Engineering for approval. He would then send the request to the City, and the City would review and approve, and send to GEFA for a draw request. Christopher Quigley advised City Administrator Harrison that she might contact Dan Clark with GEFA regarding GEFA's current practice regarding interest on retainage for contractors. Dave Rainey stated that as an inspector for GEFA's projects, he would be reviewing not only the quality, but the quantity of work prior to inspection. He would also have the ability to hold up any payment if work was not performed to standard. He said that he would also be doing safety inspections in reference to OSHA requirements, and that these would be pointed out if there are problems. If they are not corrected, then EPD has an interagency agreement with OSHA, and these problems would then be reported to OSHA. Mr. Rainey also stated that even though a soil sediment control permit would not be necessary, that the area must be controlled according to DOT regulations.
12. Mr. Rainey stated that since this project would not involve any federal funds, no payrolls would be required, however, it would be necessary for the contractor to post all notices in reference to labor standards and etc.
13. An inquiry was made as to whether insurance for Bellamey Brothers, Inc. was on hand if construction was to begin immediately. Crom stated that they would be providing a subcontract for Bellamey Brothers, Inc., and that the insurance equal to the amount of insurance they currently have would be provided by Bellamey Brothers.
14. Crom was asked to have someone on site within the next week if work was to begin, and also to contact Sweitzer Engineering as soon as possible regarding the name of the person who will be on site.
15. Mr. Bevis with Crom Corporation stated that the grading subcontractor will need a site for the storing of soil, and asked if it would be possible to use the area near the pumps on the hill in order to have less water problems. He also asked if it would be possible for the low area in back to be used to store soil and debris such as the tree and fountain. Director of Utilities/Public Works Cornwell stated that the City had other construction that would be done in the back areas, therefore, the only thing that could be stored would be soil. The other items would need to be taken off site.
16. John Sweitzer stated that schedules and draw request calendar schedules by the contractor must be prepared as soon as possible, and the City would provide copies of advertisements and copies of minutes in order for Schedule C of the GEFA

contract to be completed.

17. Director Cornwell stated that EPD had ordered that by July 1, 1993 the clearwell should be completed in order for the City to be in compliance. Dave Rainey stated he would contact that division notifying them that present plans called for Phase I to be completed well within the time range.
18. Chris Quigley stated although the plan did not reference it, the plans were released for construction.
19. John Sweitzer again informed the contractor that the key to making the job run smoothly would be to use Estes Pass as the main line of communication regarding the immediate area.
20. The contractor stated he had not made the decision regarding the concrete supplier, but that decision should be made shortly.
21. Sweitzer Engineering reminded the contractor that a separate entrance would be needed. The main road to the water plant must be kept clear for daily work to continue. He also reminded the contractors that silt fences would be needed for grading.
22. There was no further business, and the conference was closed.

Submitted:



Cathy Harrison
City Administrator